

**TOWN of GRAND ISLE
SELECTBOARD
MINUTES of THE MEETING
March 19, 2019**

I. CALL TO ORDER: Jeff Parizo called the meeting to order at 7:00PM.

Board Members Present: Jeff Parizo, Diane Cota, AnnaMarie DeMars, Eric Godin and Rachael Griggs

Community Members Present: Ron Bushway, Jessica McAllister, William LeClair, Donna LeClair, Denise Abbott Douglass, Melissa A. Boutin, Mark Cobb, and Lucille Campbell

First Order: Nominate and Elect Selectboard Chair and Vice Chair:

Diane Cota motioned to nominate Jeff Parizo as Selectboard Chair. Rachael Griggs seconds the motion, all in favor and the motion passes.

Jeff Parizo motioned to nominate Diane Cota as Selectboard Vice-Chair. Eric Godin seconds the motion, all in favor and the motion passes.

Amend Agenda for Matters Not Listed: Approve Liquor for Island Art Works, Appoint – Northwest Solid Waste District Board Member, Service Award Benches

II. GUESTS: Denise Abbott Douglass. Denise wanted to report on the explosion on Allen Road on March 10th and the use of Tannerite. This is used for a gender reveal. People shoot at an exploding target. It is dyed either pink or blue to reveal the sex of a child. She said the explosion wasn't a light one. It was set off on Allen Road and it was felt or heard as far away as Colchester. She had contacted Sheriff Ray Allen who said the use of Tannerite is legal in VT. Also two firefighters also went to the site. She doesn't think it is a good idea for safety of reasons. Where it was set off is in an area where there are a lot of summer people who wouldn't be home right now and would have no way of knowing if there was any damage to their home. She wanted to let folks know what happened and to bring it to the Boards attention. Jeff Parizo thanked her for doing so.

III. REVIEW and APPROVE MINUTES: Diane Cota made a motion to approve the minutes of February 19, February 27 and March 3, 2018. AnnaMarie DeMars seconds the motion; three in favor, Eric Godin and Rachael Griggs abstain. The motion passes.

IV. NEW BUSINESS:

• **Discuss regular meeting schedule, posting requirements and 5th Monday of a given month:** Jeff Parizo said right now the meeting schedule is the first and third Mondays of the month. The meeting place (the Town Office Community Room), the time is 7:00P.M. Postings will be on the Town website, Town Office, A&B Beverage, Post Office and The Islander.

The 5th Monday of a given month a special meeting will be held at the same above place and time. When there is a fifth Monday the Selectboard would hold a special meeting and invite the various Boards, Committees and Commissions to meet, bring up and discuss issues and ideas.

- **Appoint - Tree Warden:** Jeff Parizo motions to appoint Bill Baron as Tree Warden for a one-year term. Diane Cota seconds the motion. All in favor and the motion passes.
- **Appoint - NRPC Representatives:** AnnaMarie DeMars motions to appoint Barclay Morris and David Borthwick-Leslie as Northwest Planning Commission Representatives for the term of one year. Rachael Griggs seconds the motion. All in favor and the motion passes.
- **Discuss timeline for a new Emergency Management Director and Assistant.**
Bill Baron is acting for the time being. Melissa Boutin said if you have someone who has been serving in this position and is doing a good job there is no reason to advertise. In the past when someone on the appointed position resigns or dies this position should be advertised. Mark Cobb disagreed and thinks the positions on Boards and Commissions should be advertised. Diane pointed out that the discussion is not about Boards and Commissions. These positions are not for Boards and Commissions. An appointed position is different for a Board or Committee appointment.
 After discussion, because the position is vacant, the decision was to advertise so Grand Isle residents who may be interested will have a chance to apply.

The appointed position for a new Emergency Management Director and Assistant will be advertised in The Islander, on the Town website and posted at the Town Office, A&B Beverage and the Post Office beginning March 27. Letters of interest will be accepted until the due date of April 13, 2018. The Board members will review the letters on March 16, then plan to appoint someone to the position.

- **Signed Road and Bridge Standards.**
- **Discuss continuing signing of warrants by Selectboard Chair.** Melissa Boutin, Town Clerk/Treasurer prepares warrants prior to each regular Selectboard meeting. Copies are emailed to the Selectboard members for their review prior to each Selectboard meeting. If any Board member has questions they are to contact Melissa for answers. At the Selectboard meeting the Chair will then sign the warrants. Jeff Parizo said this is something that was started last year. Diane Cota said in the past (Board members) always reviewed them ahead of time.
 Since it was mentioned in The Islander and Front Porch Forum that only the Chair reviewed the warrants Melissa Boutin wanted to clarify that all Selectboard members reviewed the warrants prior to the Selectboard meetings. AnnaMarie DeMars wondered why it was changed. Jeff said it was to progress and not hold up the meeting with every Board member having to sign the warrants.

Diane Cota motions to (have the Selectboard) Chair sign the warrants at each regular meeting. Eric Godin seconds the motion. All in favor and the motion passes.

- **Discuss Conflicts of Interest Policy:** Jeff said when we adopt the conflict of interest policy it would be for whole Town. This policy discussion will move to the April 2nd Selectboard meeting.
- **Establish a timeline to adopt the Rules and Procedures (for S.B. use only).** Diane Cota read the Rules and Procedures Policy. After discussions and some slight changes the decision was made that Diane Cota would type the policy with changes. Selectboard members will read the changes at the April 2, 2018 Board meeting and approve the Rules and Procedures Policy.

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- **Approve Liquor License for Island Art Works.** Diane Cota motions to approve the 2018 first and second-class liquor licenses to sell malt and vinous beverages for GIAW Holdings LLC DBA Island Art Works. Eric Godin seconds the motion. All in favor and the motion passes.
- **Appoint Northwest Solid Waste District Member.** The same process will be followed as for the Emergency Management Director and Assistant positions. This appointed position will also be posted in The Islander, on the Town website and post at the Town Office, A&B Beverage and the Post Office beginning March 27 and accept letters of interest until the due date of April 13, 2018. The Board members will review the letters on March 16, then plan to appoint someone to the position.

V. OLD BUSINESS:

Fire Station Update: Diane Cota read the following update written by Bill Baron, liaison between the Town and Hayward Design Build.

- 1) Members of the Volunteer Fire Department are settling into the new station. The transition from the old station to the new station is almost complete with just a few items remaining to be moved from the old to the new. There is a collection of antiquated hard suction hose and wooden training structures located behind the old station. These items will be dealt with as the weather warms and the ground dries. The water at the old station has been turned off at the valve near the meter. The heat remains on at the old station with the temperature set at 48 degrees.
- 2) Project status: all interior work is complete save a few fit and finish items. As previously mentioned, landscaping and finish grading will be held in abeyance until spring 2018.
- 3) The 36" electric kitchen range has been delivered to Bouchard Pierce, Essex Junction and awaits pickup.
- 4) The project budget remains as predicted with an estimated surplus between \$19,000.00 and \$25,000.00. This amount should cover most, if not all, of the interest payment due in April 2018. Bill Baron encourages all Selectboard members to review the financial information presented at the February 5, 2018 Selectboard meeting and contact him with any questions.
- 5) Bill Baron is working with Efficiency Vermont to finalize rebate for energy efficient lighting, mechanical appliances, etc. Final rebate form will require Selectboard signature.
- 6) The upgrade to paving is estimated to cost \$12,000.00. The paving will take place during the next paving season and will be tied into bidding for paving Town roads. Note: this additional paving was outside the original project scope for the new Fire Station.
- 7) Tree planting at the new Fire Station will be managed by Eagle Scout candidate, Nate Scandore as part of his Eagle Scout Project. Bill Baron will offer guidance and the Town will provide financial support (in accordance with the tree planting budget for the new Fire Station).
- 8) Bill Baron will be speaking with Geoff Green, Act 250 District Coordinator concerning the planned pathway from behind the new Fire Station to the Town Office.

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The pathway makes no sense at this time and should be held in abeyance until the planning process is complete for the Poratti property and the old Fire Station. Bill Baron may need support from the Planning Commission.

- 9) Ray Mitchell and Bill Baron will be compiling information for a comprehensive O&M manual.

AnnaMarie DeMars asked about the \$30,000 the previous Selectboard voted for if needed to finish the new fire station. She wondered if any of the money were used, such as \$12,000 that may be used for the paving, what would happen to the balance. Melissa Boutin explained that it is the Town's money. It is likely that money would not be needed. She said if none of that money used the \$30,000 would remain as Town money. If some of the money is used the balance would remain as Town money, not the Fire Department money.

Highway Update: Ron Bushway, Road Commissioner gave the following update:

- One-ton truck and mowing tractor have been ordered
- Thumb ordered for the excavator used for excavating stumps and stone lining ditches.
- Highway crew have been very busy plowing with the recent snow storms
- Ron said he communicates with Brad Sheridan, Road Foreman at 2:00 or 3:00 in the morning about snow amounts. Brad lives in South Hero and sometimes it may be snowing in one town and not the other.
- Curb cut for Kristy Wheel is delayed.
- Jeff Parizo asked how the salt and sand supply is and was told it's ok so far.
- Denise Abbott Douglass complemented the road crew on the good work of keeping up with the snowstorms.

Buildings Facilities Manager Update: Ron Bushway, Buildings Facilities manager gave the following update:

- Water is turned off at the old fire station and it's been winterized
- (Movie) Screen at the Library has been installed with help from Brad and Cagney from the Highway Department
- Alan Landry is working on the shutters at the Block School House
- Discussed how to best fix the Block School House roof. Lucille Campbell said it looks awful. She wondered if the paint could be scraped off and left natural as old buildings roofs have been left natural. Ron said they would do a 2-part RFP for the roof. One to paint and one to replace. The Selectboard would decide.
- Ron had Alan Landry look at the windows and sills at the Hyde Log Cabin. Jeff Parizo said they would have to contact someone with historical preservation, possibly from the State.
- Hasn't gotten to the remove the insulation in the ceiling of the Transfer Station yet. Ron and the Transfer Station employees will remove insulation at the Transfer Station ceiling. A lift will be rented at \$300 a day. It will take a better part of the day. They will use proper breathing apparatus and disposable coveralls. The material will be disposed of in the construction dumpster.
- Pest Pro service tech came to the Town Office to check out the wasp nest and will do an application in May and August. The cost would be \$175 for each visit. If something happens in between they will come back. They also recommended having all the windows calked. There are ants at the Log Cabin and School House and Pest Pro will spray both buildings when doing the Town Office.

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- Ron said they have been cleaning out the Town Garage building, Annex basement and plan to do the Town office and Library basements.
- Jeff Parizo said the cellar window of the Town Office building needs to be covered or drain it. Also drain the northeast corner of the parking lot.
- Travelers Insurance has inspected the air compressors and the boiler at the annex. This is mandatory.
- Ross Christy will no longer be maintaining the signs entering Grand Isle. He isn't sure if the new property owners had been contacted about the sign located at the former Pat Dix residence going north. AnnaMarie said that is good to know because she was going to plant some flowers there in the spring.
- Ron Bushway said three applications have been received for another Transfer Station employee position. Jeff said the Selectboard would review them in executive session at the April 2 meeting. Ron Bushway will be invited into the session to make a recommendation.

Benches for Grand Isle Service Awards: Diane Cota said she found a metal bench to install for John Lawrence and Donny and Fay Chamberlin. She passed around a picture. AnnaMarie is going to contact VT Parks and Recreations to get info on where they get wooden benches. Diane said her husband Don has a John Deer seat to use for Art Goodrich's award. Jeff said if she furnishes the seat he would get the pipe and base made. It will be placed in front of the Town Office.

VI. REVIEW ORDERS and PAY WARRANTS: AnnaMarie DeMars motions to review and have Jeff Parizo, Chair sign warrants. Eric seconds, all in favor and the motion passes.

VII. EXECUTIVE SESSION: Diane Cota motions to go into executive session at 8:30pm to discuss Road Commissioner and Buildings Facilities Manager Positions. Rachael Griggs seconds, all in favor and the motion passes.

Coming out of executive session at 9:08pm Rachael Griggs read the following decision. Ron Bushway continues as Road Commission for a three-year term. Also to invite Ron Bushway into an executive session at the April 16 Selectboard meeting to discuss the responsibilities of the Building Facilities Manager. Ron Bushway will remain as Building Facilities Manager for the interim. Jeff Parizo said this is a motion, Diane seconds, all in favor and the motion passes.

VIII. ADJOURNMENT: AnnaMarie DeMars motions to adjourn the meeting at 9:10pm. Eric seconds the motion, all in favor and the motion passes.

Respectfully submitted,

Rachael Griggs, Selectboard Clerk

Jeff Parizo, Selectboard Chair

Date: _____

Date: _____